

Job Profile

Job Title:	Administrative Assistant to the President
Department:	Administration
Reports to:	President
Date:	10/15/22

Job Status:

Exempt \square		Non-Exempt ⊠
Full-time □	Part-time ⊠ 60%	

General Summary

What is the primary purpose of this position?

The Administrative Assistant to the President at St. Francis Catholic High School provides administrative support to the President of the school. The person in this role must possess a high degree of integrity as the position is exposed to sensitive and confidential information. This person must exercise good judgment and be able to make sound decisions without supervision. This is a part-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Board of Trustees Coordinate Board meetings and Board special events, record meeting minutes, prepare Board reports.
- Administrative support for the President Answer phones, greet visitors, sort mail, arrange meetings and appointments, maintain files, track budget, reconcile credit card expenditures.
- Events Organize other Presidential events, including coordination of the annual President's Benefactor Event in collaboration with the Advancement team, including location, setup, invitations and food.
- Projects Provide support for projects as needed from the office of the President.
 Examples may include coordination of meetings, preparation and distribution of materials, hospitality, and overall constituent communication.
- Front office and general school support Provide backup support to front office staff
 when available. May provide note taking for employment interviews when available.
 Foster and support an inclusive learning environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.



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Education:

High School graduate or equivalent. Bachelor's Degree preferred.

Job experience:

3-5 years directly supporting senior level management. Experience in an academic setting preferred.

Technical/Functional skills:

- Flexibility, both in availability and ability to pivot depending on the needs.
- Demonstrated commitment to handling confidential and sensitive information with the highest standards of discretion.
- Exceptional written and verbal communication skills.
- Proficiency with office equipment computers, fax machines, copiers, phones.
- Expertise in software applications word processing, spreadsheets, presentations, MS Office, Google Suite.
- Superior organization skills ability to focus on details, adapt to change, and manage multiple projects to meet deadlines.
- Ability to establish and maintain collaborative relationships with cross-functional coworkers, external colleagues, donors, and volunteers.
- Ability to independently make sound decisions, anticipate or recognize problems, escalate appropriately, and work to resolution without supervision.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high school students.

Other Requirements:

- Attendance at evening and weekend events may be necessary, may require working additional hours or a flexible schedule.
- Other duties may be required as needed.

Employee Signature:		
Supervisor Signature:		
HR Signature:		